

ARTICLE I
Dates, Time and Places

§ A162-1. Regular meetings.

- A. In addition to the annual organization meeting on the first Tuesday of December and the annual budget meeting on the first Tuesday of May, as specified in § C5-5A of Chapter 5 of the Charter, Regular Town Meetings shall be held on the first Tuesday of each month. No agenda item shall be placed before the meeting after 11:30 p.m. except by an affirmative vote of two-thirds (2/3) of the members present. **[Amended 7-7-87, effective 7-17-87]**
- B. The meeting shall reconvene on the third Tuesday of the month to deal with any agenda items not disposed of at the adjournment of the regular meeting. Also, any items for which appropriate committee reports had not been provided in advance of the regular monthly meeting shall be acted upon at this meeting, and the body may consider any items, committee reports or other matters of concern to the members.
- C. Any regular meeting, unless otherwise required by law, may be canceled upon the direction of the Moderator, and thereupon the Town Clerk shall immediately mail written notice of such cancellation to all Town Meeting members.

§ A162-2. Special meetings.

The Moderator may call a Special Town Meeting. Also, upon written application of the First Selectman, the Moderator shall call a Special Town Meeting to be held not more than fourteen (14) days after receipt of the application.

§ A162-3. Time and place of meetings.

All Regular Town Meetings shall be held at the Town Hall and shall start at 8:00 p.m.; provided, however, that if the Moderator decides that another meeting time or place within the Town of Westport is desirable for any particular meeting, the meeting time or place may be so changed. Such meeting time or place may also be changed by the Representative Town Meeting.

§ A162-4. Seating arrangements. [Amended 12-7-82, effective 12-7-82]

- A. The Town Meeting members shall be seated at the front of the auditorium and shall exclusively occupy the first five (5) rows.
- B. When facing the Chair, the first right-hand seat of the lefthand section, the seat always used by the late MacLear Jacoby, a charter member of this body, shall remain unoccupied in memory of all deceased Representative Town Meeting members.

§ A162-5. Departure from meeting prior to adjournment.

Any member leaving the meeting permanently before its adjournment should indicate to the Moderator or the Secretary that the number of persons present for purposes of the quorum is about to be reduced. Such indication may be made by a note to the Moderator or by point of order.

ARTICLE II
Preparation for Meetings

§ A162-6. Agenda.

The Moderator or, in the event of the Moderator's inability to act, the Deputy Moderator or, in the event of the disability of both, the Town Clerk shall place on the agenda of the Town Meeting such matters as the First Selectman, two (2) Representative Town Meeting members or twenty (20) electors of the town may request by written notice delivered to the Moderator or the Town Clerk not less than fourteen (14) days prior to a Town Meeting, not including the day of the meeting or the day of delivery of the notice. The Moderator may place any item on the agenda for any Town Meeting.

§ A162-7. Placing items on agenda; information required.

- A. Each application or request for a Town Meeting or for placing an item on the agenda, when delivered to the Moderator, Deputy Moderator or Town Clerk, should, where possible, be accompanied by explanatory memoranda relating thereto, drafts of proposed resolutions, copies of all available documents relating to such items and confirmation that the Chairman of the study committee which has responsibility for any such item has received notice of the meeting of the board or commission pertaining thereto. Any material distributed to Representative Town Meeting members shall be dated and shall clearly state its source or author.
- B. The Town Clerk shall, as promptly as practicable, mail or otherwise deliver copies of such material to the Town Counsel and the Moderator and shall mail copies of the explanatory memoranda and draft resolutions to each Town Meeting member with the notice of the meeting.

§ A162-8. Notice of Town Meeting.

The Town Clerk shall notify all Town Meeting members of the time and place at which Town Meetings are to be held, the notices to be sent by mail at least five (5) days before the meeting, and a copy of such notice shall be published at least five (5) days before such meeting in a

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newspaper having a substantial circulation in the town. Such notice shall set forth the agenda of the meeting.

ARTICLE III **Attendance**

§ A162-9. Record of attendance; annual report.

A record of attendance of the Town Meeting members at Town Meetings shall be kept by the Town Clerk, and the names of members absent from any meeting, together with the reason for said absence if the Clerk has been notified thereof, shall be recorded with the minutes of the meeting. In the event that any Town Meeting member shall be absent from three (3) consecutive meetings of the body, the Moderator shall forward the advice thereof to all Town Meeting members. An annual report on the record of attendance shall be prepared for the October meeting.

ARTICLE IV **Procedure at Meetings**

§ A162-10. Conduct of business.

All business conducted at any Town Meeting shall be initiated by a resolution, which shall be moved and seconded by a Town Meeting member and shall also be offered in writing.

§ A162-11. Voting.

Voting on all questions shall be by voice, showing of hands or rising, at the discretion of the Moderator, provided that, in accordance with Section 1-21 of the Connecticut General Statutes, a written record of the vote of each member upon any issue before the Town Meeting be kept and be made available for public inspection within forty-eight (48) hours, excluding any Saturday, Sunday or legal holiday, except that voting for the election of the Moderator or Deputy Moderator shall be by secret ballot.

§ A162-12. Order of business.

The regular order of business at any Town Meeting shall be as follows:

- A. Roll call.
- B. Approval of the minutes of the previous meeting.
- C. Old business.
- D. Business of the agenda.

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E. Committee reports.

F. Other matters.

§ A162-13. Discussion of matters not on agenda.

Any matter not on the agenda of a Town Meeting may be discussed upon the affirmative vote of two-thirds (2/3) of the Town Meeting members, and such matter may be acted or voted upon.

§ A162-14. Adoption of rules of order.

Except as otherwise provided by these rules, meetings shall be conducted in conformity with Robert's Rules of Order, Revised, and the procedures and rules set forth therein are hereby adopted for the government of the Representative Town Meeting.

§ A162-15. Minutes.

Accurate minutes of each meeting shall be prepared by the Town Clerk. In accordance with Section 1-21 of the Connecticut General Statutes, said minutes shall include the record of each member's vote on each item on the agenda and shall be available for public inspection within seven (7) days of the meeting. The Town Clerk shall distribute said minutes to each Town Meeting member by mailing the same with the notice of the next meeting.

ARTICLE V Committees

§ A162-16. Rules Committee.

- A. Composition of Rules Committee. The Rules Committee shall be composed of the Moderator as Chairman, the Deputy Moderator as Vice Chairman and eight (8) other members, one (1) to be selected by and from the members from each of the eight (8) districts. Vacancies shall be filled by the members from the district in which the vacancy occurs. **[Amended 12-7-82, effective 12-7-82]**
- B. Term of office. Members shall serve for one (1) year commencing with the annual organization meeting and until their successors are designated.
- C. Responsibilities and duties. The responsibilities and duties of the Rules Committee are to report to the Town Meeting upon the appropriateness of proposed amendments to the Rules of Procedure and upon such other matters as the Moderator of the Town Meeting may refer to it. **[Added 12-7-82, effective 12-7-82]**

§ A162-17. Regular committees.

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- A. Regular study committees shall be established by the Representative Town Meeting. They shall function as working committees to study town affairs and to report their findings to the Town Meeting members.
- B. Appointment of the membership of the committees shall be made by the Moderator, who shall give prime consideration to the personal interests and aptitudes of the Town Meeting members. **[Amended 12-7-82, effective 12-7-82]**
- C. Each of these committees shall have such number of members as may be appointed by the Moderator, provided that each committee shall have at least three (3) members.
- D. Any Town Meeting member may attend any committee meeting as a nonvoting member.
- E. These committees shall be charged with the responsibility of keeping fully informed on the plans, activities and progress of the town within the proper sphere of business of each committee. Specifically, these committees shall, in addition to studying and reporting to the Representative Town Meeting on items within their sphere of business which may come before the body:
 - (1) Provide advance information for Representative Town Meeting members on important matters that will eventually have to be considered and approved or disapproved by that body.
 - (2) Report on matters of importance pertaining to future legislation so that information and opinion can be of mutual benefit to any town government body and the Representative Town Meeting.
 - (3) Study the accumulated information upon any matter which is within the proper sphere of business of each committee.
- F. In furtherance of the discharge of the responsibility of each committee, at least one (1) member of each committee shall be present at each Board of Finance meeting which deals with an item of business for which a committee may be required to report to the Representative Town Meeting, and at least one (1) member of each committee shall be present at the meeting of any other town board or commission which deals with an item of business for which the committee is responsible.
- G. The regular study committees and their proper sphere of action are listed in an Appendix attached to these rules. Questions and further interpretations shall be referred to and decided by the Moderator.

§ A162-18. Special committees. [Amended 12-7-82, effective 12-7-82]

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Special committees may be established by the Moderator or by the Town Meeting. A resolution for appointment of a special committee need not be included in the agenda of a meeting; provided, however, that, upon an affirmative vote of two-thirds (2/3) of the members present, this item may be presented to and acted upon by any meeting during the period when other matters are in order or at such time during the meeting as the Moderator may permit.

§ A162-19. Action by committees.

- A. Referral to committee. Any item with reference to which the Town Meeting is to be required to act may be referred by the Moderator to a regular or special committee appointed by the Moderator for investigation and report, and any such item may be referred to a regular or special committee by appropriate resolution of any meeting. Any matter pending before a committee may, by vote of a majority of the Town Meeting members present at any meeting, be brought to the floor of the meeting for a discussion or for placing on the agenda of the next meeting.
- B. Reports by committees. The report of a committee on any item referred to it shall:
 - (1) State its recommendation, the vote thereon in committee and any facts which, in the opinion of the committee, should be considered by the Town Meeting in determining any controversy which may be found to exist.
 - (2) Be subscribed to with the name of only those committee members who have reviewed and approved the report.
 - (3) Be mailed to the members prior to the meeting in accordance with the schedule for such mailing forwarded to the Town Meeting members by the Town Clerk on or about the time of each organization meeting.

ARTICLE VI

Conflict of Interest

[Amended 7-5-83, effective 7-5-83]

§ A162-20. Conflicts of interest for Town Meeting members.

The Town Charter provides that no member shall, in his or her official capacity, participate in the hearing or decision upon any matter in which he or she has a financial interest. All members should be most sensitive to permitting any appearance of such a conflict to exist, even though a complete disclosure of all circumstances would show that an actual conflict did not exist in a particular case. The individual member

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shall decide in any given situation whether he or she is faced with such conflict. Such decision shall not preclude the Representative Town Meeting from determining that a conflict of interest does, in fact, exist; but the determination of the Representative Town Meeting shall not prevent the member from voting or participating.

ARTICLE VII

Ordinances

[Amended 3-1-83, effective 3-1-83]

§ A162-21. Stand over of ordinances.

- A. All proposed ordinances and all amendments, other than minor language changes to existing ordinances, shall automatically stand over for one (1) meeting and shall be referred by the Moderator to a regular or special committee(s) for consideration.
- B. Each committee to which the ordinances or amendments are referred shall prepare a written report and deliver same, when completed, to the Town Clerk. Appended to said report shall be a copy of the proposed ordinances or the proposed amendments to an existing ordinance, setting forth the language of the existing ordinance, the proposed new language of the amendment and the language being deleted from the existing ordinance. Deletions shall be indicated by placing brackets before and after the language deleted, and new language shall be indicated by underscoring. The Town Clerk shall distribute the report and the ordinance in the form set forth herein to Town Meeting members prior to the meeting at which the action on such proposed ordinance or amendment has been scheduled.

ARTICLE VIII

Amendments

§ A162-22. Amendments to rules of procedure; restrictions.

The rules governing the conduct and organization of this body may be amended at any meeting by a majority of the total number of Representative Town Meeting members; provided, however, that no amendment shall be acted upon which shall not have laid over for at least one (1) meeting or which shall not have been specifically in the call as part of the business to be transacted at such meeting.